

ASSIGNMENT 14

Textbook Assignment: "Leave Procedures," chapter 14, pages 14-1 through 14-7.

LEARNING OBJECTIVE: Identify the different types of leave.

14-1. When, if ever, should you type emergency leave TEMADD orders for members going on emergency leave?

1. When members are stationed aboard ships only
2. When members are stationed on submarines only
3. When members require that funding be provided in order for them to complete their emergency leave travel
4. Never

14-2. What should your supervisor do to make sure that you are well trained in emergency leave procedures?

1. Conduct periodic training sessions
2. Wait for an actual emergency to happen, then conduct training
3. Wait for the chief to tell you what to do
4. Conduct training once a year

14-3. To conduct effective emergency leave training lectures, the training petty officer should have which of the following items in his/her possession while lecturing?

1. Instructions containing emergency leave procedures
2. Sample emergency leave authorizations
3. Sample TEMADD-funded emergency leave orders
4. All of the above

14-4. Leave is the absence of a member from a place of duty chargeable against such member. Which of the following publications defines leave?

1. DODFMR
2. ENLTRANSMAN
3. BUPERSINST 1430.16
4. Navy Regulations

- A. ADVANCE LEAVE
- B. ANNUAL LEAVE
- C. CONVALESCENT LEAVE
- D. EARNED LEAVE
- E. ENVIRONMENTAL AND MORALE LEAVE
- F. EXCESS LEAVE
- G. GRADUATION LEAVE
- H. REST AND RECUPERATION LEAVE
- I. SEPARATION LEAVE

Figure 14A

IN ANSWERING QUESTIONS 14-5 THROUGH 14-13, REFER TO FIGURE 14A. SELECT THE TYPE OF LEAVE DEFINED BY THE QUESTION.

14-5. A period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence.

1. A
2. B
3. C
4. D

14-6. Leave taken by a commissioned officer who has graduated from the Naval Academy and is not chargeable to the member's leave account.

1. E
2. F
3. G
4. H

- 14-7. Leave that expires on the day of separation without the member having to return to the activity that granted the leave, or that processed his/her separation.
1. A
 2. D
 3. E
 4. I
- 14-8. Leave granted before its actual accrual to the member's leave account.
1. A
 2. C
 3. F
 4. G
- 14-9. Leave granted in execution of a command's leave program, chargeable to the member's leave account.
1. A
 2. B
 3. E
 4. G
- 14-10. Leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances.
1. D
 2. E
 3. F
 4. G
- 14-11. Leave accrued to a member's credit as of any given date.
1. B
 2. C
 3. D
 4. E
- 14-12. Leave taken under this program involves space-available travel privileges from overseas installations and is chargeable to the member's leave account.
1. D
 2. E
 3. F
 4. G
- 14-13. This leave is granted in conjunction with programs established in areas designated for imminent danger or hostile fire pay.
1. F
 2. G
 3. H
 4. I
- 14-14. In what MILPERSMAN article can you find information about separation leave?
1. 3020140
 2. 3020250
 3. 3020270
 4. 3020300
- LEARNING OBJECTIVE: Define the EML Program and identify personnel that may use it. Identify the conditions under which leave should be authorized. Identify the activity responsible for accounting for leave.
- 14-15. Which of the following is a requirement of dependents for them to participate in the environmental and morale leave program?
1. They must be noncommand sponsored
 2. They must be old enough to travel
 3. They must be command sponsored
 4. They must possess U.S. passports
- 14-16. Environmental and morale leave eligible dependents may take what total number of trips per year?
1. One
 2. Two
 3. Three
 4. Four
- 14-17. To what publication should you refer for information about environmental and morale leave?
1. DODFMR
 2. ENLTRANSMAN
 3. SECNAVINST 7720.81
 4. MILPERSMAN

- 14-18. Which of the following is a consideration that must be taken into account before leave is authorized?
1. Operational requirements
 2. Training workload
 3. Desire of individual members
 4. Each of the above
- 14-19. Commanding officers should encourage all their personnel to take what total number of days' leave each year?
1. 15
 2. 20
 3. 30
 4. 35
- 14-20. What is the benefit of granting short periods of leave to military personnel?
1. Improves morale
 2. Reduces family separation periods
 3. Improves performance and effectiveness
 4. All of the above
- 14-21. In the interest of maximum use of leave, particular emphasis should be placed by commands on granting leave to members in which of the following instances?
1. When there is a permanent change of station
 2. After periods of particularly arduous duty and long periods of deployment
 3. Upon reenlistment and augmentation from active reserve to regular status
 4. Each of the above
- 14-22. Earned leave may exceed (a) what maximum number of days during a fiscal year but is reduced to (b) what specific number of days as of the first day of the new fiscal year?
1. (a) 30 (b) 60
 2. (a) 30 (b) 30
 3. (a) 60 (b) 30
 4. (a) 60 (b) 60
- 14-23. Personnel serving in an area in which special pay for duty subject to imminent danger or hostile fire may accumulate what maximum number of days' leave?
1. 50
 2. 70
 3. 90
 4. 100
- 14-24. A member was authorized to accumulate leave because he/she served in an area in which special pay for duty subject to imminent danger or hostile fire was authorized. Leave accumulated in excess of what maximum number of days is lost unless it is used before the end of the third fiscal year after the fiscal year in which the service in the area is terminated?
1. 50
 2. 60
 3. 70
 4. 80
- 14-25. Which of the following offices/activities has the primary responsibility for leave accounting?
1. The disbursing office
 2. The administrative office
 3. BUPERS
 4. DFAS-Cleveland
- 14-26. Leave is credited at what rate for each full month of active service?
1. 2 days
 2. 2 1/2 days
 3. 3 days
 4. 3 1/2 days
- 14-27. Leave is not creditable when a member is in what status?
1. Lost time only
 2. Excess leave only
 3. Nonpay only
 4. Lost time, excess leave, or other nonpay status

LEARNING OBJECTIVE: Identify the composition of the Leave Control Number. Identify the procedures used in leave computation.

14-28. The leave control number is composed of what total number of digits?

1. 8
2. 9
3. 10
4. 12

14-29. An individual on active duty may accumulate what number of days leave between the first of the month to the twenty-fourth day of the month?

1. 2
2. 2 1/2
3. 3
4. 3 1/2

14-30. What is identified by the first through fifth positions of the leave control number (LCN)?

1. The first five numbers of a member's SSN
2. The command's UIC
3. The command's activity number
4. The leave sequence number

LEARNING OBJECTIVE: Identify the terminology associated with a command's leave management program.

14-31. Which of the following is a description of an approved leave tickler file?

1. A file of all LCNs assigned that is maintained
2. A file maintained by the PSD disbursing office of all leave authorizations (part 3s)
3. A file of all approved leave authorizations

14-32. Which of the following is a description of a leave authorization log?

1. A record that contains the names of all personnel who previously requested leave that was subsequently canceled
2. A record of all LCNs assigned that is maintained to ensure LCN sequential assignment
3. A log that helps a PN track submitted leave requests
4. A log that helps the CO determine which individuals should be granted leave

14-33. The approved leave tickler file should contain what part of the approved leave authorization form?

1. 1
2. 2
3. 3

14-34. What office maintains part 3 of the approved leave authorization form?

1. Disbursing
2. Personnel
3. Administrative
4. Ship's office

14-35. What is considered a CO's leave listing?

1. A weekly listing of all members assigned to each UIC and their current leave balances
2. A biweekly listing of all members assigned to a command and their current leave balances
3. A monthly listing of all members assigned to each UIC and their current leave balances
4. A bimonthly listing of all members assigned to each command and their current leave balances

14-36. The CO's leave listing is maintained in what office?

1. Disbursing office
2. Administrative office only
3. Personnel office only
4. Administrative and personnel offices

LEARNING OBJECTIVE: Identify the fields of the LES that pertain to leave.

14-37. What NAVCOMPT Form identifies the Leave and Earnings Statement (LES)?

1. 1791
2. 2158
3. 2285
4. 2385

14-38. Information contained on the LES is obtained from what source?

1. Enlisted Status Verification Report (ESVR)
2. Manpower and Personnel Training Information System (MAPTIS)
3. Master Military Pay Account (MMPA)
4. Enlisted Summary Record (ESR)

- | | |
|----|-------------|
| A. | BEG LV BAL |
| B. | LV EARNED |
| C. | LV USED |
| D. | END LV BAL |
| E. | BAL TO EAOS |
| F. | PAID LV |

Figure 14B

IN ANSWERING QUESTIONS 14-39 THROUGH 14-44, REFER TO FIGURE 14B. IDENTIFY THE INFORMATION THAT IS CONTAINED IN THE BLOCKS OF THE LES INDICATED IN THE FIGURE.

14-39. The balance on a member's leave account at the beginning of each fiscal year or 1 October.

1. D
2. C
3. B
4. A

14-40. The leave balance on the member's account on the ending date of the current LES.

1. C
2. D
3. E
4. F

14-41. The number of days' leave the member has sold back to the government.

1. A
2. C
3. D
4. F

14-42. Leave balance projected through the member's expiration of obligated service.

1. C
2. D
3. E
4. F

14-43. The number of days' leave earned through the ending date of the current LES.

1. A
2. B
3. C
4. D

14-44. The number of days' leave used during the current fiscal year through the ending date of the current LES.

1. C
2. D
3. E
4. F

LEARNING OBJECTIVE: Identify the procedures used for preparation and distribution of the leave request/authorization.

14-45. The Leave Request/Authorization, NAVCOMPT Form 3065, is composed of what total number of parts?

1. One
2. Two
3. Three
4. Four

- 14-46. When is the LCN initially assigned to the NAVCOMPT Form 3065?
1. Just before the member submits it up the chain of command
 2. When the member's supervisor recommends approval
 3. When the division officer recommends approval
 4. When the form is approved
- 14-47. What should you do as soon as you assign an LCN to the NAVCOMPT Form 3065?
1. Wait until it is approved before its distribution
 2. Forward copy 2 to the disbursing office
 3. Forward copy 3 to the disbursing office
 4. Give the appropriate copy to the member
- 14-48. What part(s) of the NAVCOMPT Form 3065 do you give the member before he/she departs on leave?
1. 1 only
 2. 1 and 2
 3. 3 only
 4. 2 and 3
- 14-49. After the member returns from leave and leave is properly charged, what part of the NAVCOMPT Form 3065 do you give the member for his/her personal records and/or for future reference?
1. 1
 2. 2
 3. 3
- 14-50. In addition to justification document(s) showing that leave was properly charged, what part of the NAVCOMPT Form 3065 does the disbursing office keep?
1. 1
 2. 2
 3. 3
- 14-51. You should review the leave tickler file at what minimum interval?
1. Daily
 2. Weekly
 3. Biweekly
 4. Monthly
- 14-52. A member from your command fails to return the appropriate part of the NAVCOMPT Form 3065 by the 10th day after the leave expiration date. What action should you take?
1. Call the member to request its return as soon as possible
 2. Contact the member's division officer to ask why the member failed to return the leave papers
 3. Charge the whole amount of leave authorized
 4. Postpone taking any action to charge the member until the 20th day after the expiration of the leave